

# NJCFS/MACS-E REPORT

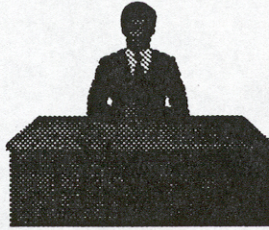
INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

September 1993

Issue 5

## Help Desk Hits

The phones at the NJCFS/MACS-E Help Desk have been busy since the system went live on May 17th. Listed below are some of the most frequently asked questions with their associated answers.



**Q: Yesterday, I could access documents on a certain table. When I try to access that table today, I get the message "NOT AUTHORIZED FOR SEC-1". What happened?**

**A:** The system sometimes gives this error message if it cannot find the item you are looking for. As you'll recall, NJCFS scans the tables for the records that match the key fields you enter. If no table entry matches the key fields you specified, the system tries to access the next document in the table. However, your security profile may not allow you to access the next document. (It might be for a different agency or organization.) Thus, you get the "NOT AUTHORIZED" message. Try looking for an entry that you are sure is on the table. If you can access that entry, you do not have a security problem. The first item you were looking for is simply not in the tables.

**Q: Why can't I delete a document from the DDB Start-Up Screen?**

**A:** Although the Start-Up Screen indicates that you can enter a Scheduling Action of "D" to delete, you must actually enter "DB" to delete a batch or "DD" to delete a document.

**Q: Why are prices being discounted twice when I enter a purchase order into MACS-E?**

**A:** Many MACS-E users incorrectly enter discounted prices when they are entering purchase orders. You should enter the list price on the purchase order. MACS-E is programmed to discount the list price automatically.

**Q: How can I modify a document after it has been accepted?**

**A:** If the document is no longer listed on the Suspense File, create a new document using the same Document ID as the original. Type an "M" in the Action field in the document header, and enter data in only those fields that are to be changed.

If the document is still on the suspense file, a slightly different procedure is followed. First, create a single-document batch, using a unique batch number and the same Document ID as the original. Type an "M" in the Action field in the document header and continue as explained above.

Refer to the NJCFS User Guide for more information on modifying specific transactions.

**Q: Why has a vendor not been paid?**

**A:** Every vendor with whom the State does business (including any State employee being paid for something other than payroll) must complete a W-9 form before payment can be made. A common reason why vendors may not have been paid is that they have not returned their W-9 form. You can tell if a vendor has returned a W-9 form by checking the W-9 Received field on the Vendor Table (VEND).

**Q: Why do I get the message "Other user using document" when I know that this is not true?**

**A:** If you receive the message "Other user using document" or "Document in process" and you know that this statement is untrue, contact your agency coach and ask him/her to apply an override. The override should release the document.

**Q: How is the Scheduled Payment Date used?**

**A:** If the Scheduled Payment Date field is left blank, the payment will be made automatically on the day after the transaction is posted. If a date is entered in this field, the payment will be made on that date. If an agency wishes to change the Scheduled Payment Date after a transaction has been posted but before the check has been issued, they should contact the System Control Group at the Office of Management and Budget and request the change.





## IMPORTANT DATES

Second Round of NJCFS/MACS-E Training begins September 7, 1993

## ROUND ONE TRAINING UPDATE

The final count is in! From March 22 to the end of June, OMB, the Purchase Bureau and HRDI, with support from OTIS, conducted 5 classes a day, 5 days a week. This amounted to a total of 46,294 training hours, or the equivalent of 7,716 training days.

The most heavily attended courses (excluding the MACS-E Introduction and NJCFS Overview courses which were mandatory) were the NJCFS Expenditure Accounting course with 1,146 trainees and the MACS-E Ordering course with 963 trainees.

A second round of NJCFS/MACS-E training courses has been scheduled to run from September 7th to mid-November. These courses are intended for individuals who were unable to attend training when it was initially offered. A small number of spaces in the second round training will be available for individuals who attended training earlier, but who would like some additional help. Contact your Training Coordinator if you wish to attend the second round of training.

### *Batch Training Coming Soon*

Training for the NJCFS batching function is being developed. Agency training coordinators will be notified when the training is available.

## CEU Credits

CEU credits for individuals who took NJCFS/MACS-E training courses prior to May 17th have been distributed. If you have not received your credits, please contact Sallie Annett at 633-7283 or 452-7611. Upon receipt of your request, the NJCFS/MACS-E training team will forward the necessary information to the New Jersey Inter-Agency Audit Forum for processing.

## New Travel Module Planned for NJCFS

A new travel and training module is being developed for use in NJCFS. The Employee Travel module will support the management of employee travel and training by tracking individual trips and training courses. The module will consist of a travel authorization document to define scheduled trips and pre-encumber funds designated for trip expenses, a training authorization document to define scheduled training and pre-encumber funds designated for training expenses, and a travel voucher used to advance funds before a trip and to record actual expenses incurred by an employee once a trip has been taken.

The Employee Travel module complements the basic accounts payable and cash receipts functions of NJCFS. Look for more information about this new module in a future issue of the *NJCFS/MACS-E Report*.

## On-Line User Guides

NJCFS and MACS-E User Guides are now available through Infobank on the mainframe computer. Anyone who has access to the mainframe can access these manuals. (It may be necessary to have a Log-On ID assigned by the agency ISR prior to accessing Infobank for the first time.) Future updates to the manuals will be made on-line. For a hard copy of the updates, users should print the appropriate pages of the on-line manual.

To access Infobank, complete the following steps:

1. Type **DOTVM** in the application field on the OTIS sign-on screen. (This is the same screen on which you type **HUBTORY** to access NJFS.) The **INFO** sign-on screen is displayed.
2. Type your **USERID** and password in the designated fields and press **ENTER**. The **Infomenu** screen appears.
3. Type **5** to select **Guides** and press **ENTER**. (Before you can select the **Guides** option, you must read all news messages or press **PF12** to cancel the messages.)
4. From the **Guides** screen, type **4** to select the **NJCFS User Guide** or **5** to select the **MACS-E User Guide** and press **ENTER**. The **Table of Contents** for the selected User Guide will appear.
5. Continue the same process to select the desired module, chapter and section within the chapter.
6. Once you are in the desired section, you will be asked whether you want to view the section, print it, or find a specific word or phrase. Choose the desired option and follow the instructions on the screen.

**???????WHAT DO YOU THINK???????**

Your comments, suggestions, and questions are welcome.  
Please contact Sallie Annett at 633-7283.